

Name of Agency : **SIPALAY WATER DISTRICT**
 Address : Purok Camatis, Brgy. Mambaroto, Sipalay City, Neg. Occ
 FOI Receiving Officer : **JOHN ALFRED C. LIM**
 Contact : 0946842298/09564705107

Process Flow Chart and Work Instructions

The procedure for Request for Information/Record covers the filling of request for information with the Sipalay Water District (FOI Request Forms is available at PACD located at the entrance of the SWD's Office), receipt and evaluation of request, and approval/denial of request. No fees shall be collected from the requesting party.

Requirements:

1. Duly accomplished request form
2. Valid identification card
3. For representative, an authorization letter and valid ID

